

Request for Food Service Provider At Patriot's Day 2007 (all-day event)

Saturday, April 14, 2007

Battle Road 2007: The Prelude to War, at the Hartwell Tavern Historical Area, Rt. 2A, Lincoln: Time 10:00 a.m. – 4:00 p.m.

Imagine that it's early April, 1775 and you have been granted safe passage between British-held Boston (Captain Smith House: pictured at bottom of page) and the Massachusetts countryside (Hartwell Tavern: pictured below) as tensions mount towards open conflict. Join British and Colonial Reenactors, Park Rangers and Volunteers as they portray a "typical" day leading up to the outbreak of war on April 19, 1775. Activities will include drill and musket firing demonstrations, cooking, clothing repair and recruiting for the colonial militia as well as life in the British Camp.

In the middle of the day, over 100 Minute Men and British Regulars will stage a massed weapons demonstration representing tactics deployed on April 19th 1775, running over a half a mile of the Battle Road.



Hartwell Tavern Food site



Smith House Food site

For more information contact: Diana Shiba, Management Analyst, Minute Man National Historical Park (978)-318-7823. **Proposals due cob: February 15, 2007**

Food Service Requirements

- Food service operator must be a licensed, insured caterer or eligible & in possession of insurance necessary to cover the risk of “type of food” served.
- Minute Man National Park prefers food service that includes lunch items. Below is a list of the items that were sold at the two sites mentioned above.

April 2005 event:

○ Cookies:	300 sold
○ Doughnuts:	150 sold
○ Bottled water, fruit juice, soda	1000 sold
○ Sandwiches	350+ sold
○ Chips	75 sold

(2005 attendance was approx 5,000-7,000)

April 2006 event:

○ Chicken wings (6 in serving)	100 sold
○ Hamburgers	200 sold
○ Hotdogs	300 sold
○ Pickles	8 lg jars sold
○ Doughnuts	6 boxes sold
○ Bottled water, fruit juice, soda	1200 sold
○ Coffee	30 cups sold
○ Cookies	400 sold
○ Chips	400 sold

Note: In 2006, Hartwell tavern food site had one grill set-up. Vendor could have benefited from 2 grills at Hartwell area and should have brought 50% more hamburgers, hotdogs & wings.

(2006 attendance was approx 5,000-7,000)

Park attendance for this yearly event is not guaranteed & is weather-dependent. Event is well publicized and it is a yearly event.

- Food service operator must minimize trash. (ie previous year’s vendor eliminated condiments in plastic packets: recycle bin could be used?)
- Park is willing to set up trash cans at location of food tables & vendor can call park staff when they need to be emptied. Food vendor must break down boxes & remove them at day’s end. Vendor’s proposal must include a fee for service.
- Park will provide tables & chairs for food service vendors. (Last year’s vendor used 8 tables and 8 chairs)
- Park prefers lunch items suitable for children. (suggest: child-sized options?)
- Park prefers “health eating” options, if possible (fruit, bagels?)
- If grill is used, no evidence of grill must remain after event ends (i.e. charcoal or charred area).
- Food service operator must break down for the day when event time is over. Park staff need to remove tables & chairs. Vendor can pay overtime fee if they would like to stay overtime.
- Food service operator may put up a “tasteful” banner/sign/tent to indicate their operation at the food table location (must be pre-approved by Superintendent).
- Park will have appropriate signage to indicate food table locations on park event maps and other on-site signs.

- Park will advertise the presence of food at this event in press releases.
- Park will need to approve prices charged for items being sold to the visitors.
- Food service operator will need to pay a \$250 application fee for exclusive food service at this event. A reasonable “services provided” fee will also be due based on a percentage of gross sales. Your proposal must address this fee.

If you are interested in a partnership for food service at our Battle Road 2007 event at Minute Man National Historical Park, please submit a one-page letter and complete the attached questionnaire to describe the food you plan to serve, your insurance coverage, any related experience you have, number of staff, and reasonable service fee you propose to pay for your permit. (Total fees for the past 2 years were: \$500 in 2005 & \$350 in 2006. This includes application fees.). Mail to: Diana Shiba, Minute Man National Historical Park, 174 Liberty Street, Concord, MA 01742. Your proposal & questionnaire must be complete to be considered for this opportunity. Selections will be based on your written proposal and your answers to the Questionnaire. Proposal reviewers may not have knowledge of previous year's events and they will choose the vendor's proposal that is the most beneficial to the park & visitors based on the written material you submit.

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- NOTE: If possible, we would like you to consider items suitable for children.
(suggest: child-sized options); “health eating” options

- Will you provide your own trash service or will you need the Park to set up trash cans at location of food tables & you can call park staff when they need to be emptied. (Food vendor must break down boxes & remove them at day's end.). Please check below to indicate your expectation.

_____ I will require park assistance to set up trash cans & empty them when my staff notices they are full. Consider paying a fee for this service. Last year, the vendor paid \$250. Please propose a reasonable rate you are willing to pay for services provided by the park (based on gross sales). See the last question.

- What number of tables & chairs would you need the park to set up for you at the 2 locations? (Last year's vendor used 8 tables and 8 chairs)?

- What equipment or power requirements will the food service operator need? What does the operator expect the park to provide?
- If the Food service operator has a grill or powered equipment, how does the food service operator propose to make the area safe for visitors & children? (How will this plan require park involvement? The park must approve all set-up proposals.)
- Will the food service operator want to put up a tent? Sign?
Describe: _____
- Does the food service operator have a plan to enhance the event? i.e. colonial-type food items?
- Last year, visitors formed one line to order & pay for food or drink. Preparation of grilled food choices being prepared on 1 grill held up visitors waiting to purchase only a drink. How do you propose to process food orders in a more efficient manner? (NOTE: Eastern National will be authorized to sell bottled water at their adjacent gift cart location and period-inspired dry goods will be sold by “sutlers”.)

I agree to pay the \$250 commercial use authorization fee for exclusive right to sell food at the April Patriot’s Day 2007 event. _____YES _____NO

I agree to pay a Services Provided Rate in the amount of _____% of my gross sales at the April Patriot’s Day 2007 event. [based on the amount of services you are requesting the park to provide in order to make your food service operation successful.]

The completed questionnaire and your proposal letter must be postmarked nlt 2/9/07 or hand delivered nlt 2/15/07 or sent electronically nlt 2/15/07, if you are interest in partnering with Minute Man National Historical Park for the upcoming Patriot’s Day 2007 event. Thank you for taking the time to fill out this questionnaire or to submit a written proposal. Your responses will be used by the park event organizers to determine the type of service and the partner that would best serve the park visitors.

Your answers to the above questions, if agreeable to both parties, will form an outline for the food permit to be issued by the Superintendent.

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Mail to: Diana Shiba, Minute Man National Historical Park, 174 Liberty Street, Concord, MA 01742

or

FAX: (978) 318-7800 Attn: Diana Shiba

or

E-mail: diana_shiba@nps.gov